



**City of Santa Barbara**  
Airport Department

**Memorandum**

**DATE:** October 19, 2011  
**TO:** Airport Commission  
**FROM:** Karen Ramsdell, Airport Director  
**SUBJECT:** Selection of Committee Members for Master Plan

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**RECOMMENDATION:** That Airport Commission select up to three Commissioners to participate on the Master Plan Advisory Committee.

**DISCUSSION:**

Background

On October 11, 2011, City Council approved the contract with Coffman Associates for the development of the Airport's Master Plan. This Plan will provide the framework to guide future airport development to meet aviation demand with a focus on the next five to ten years. The primary goals of the Plan include consolidating all general aviation facilities north of Runway 7-25; evaluate future passenger demand and airline terminal facility needs, and evaluate airfield safety conditions and identification of facility needs that will improve the operating conditions for aircraft.

Planning Advisory Committee

The Master Plan Advisory Committee, which is a non-voting body, will advise the consultant on the content and recommendations of the Master Plan study through meetings and review of working papers. The Advisory Committee will be composed of a) representatives of FAA, Caltrans, and Airport Commission, as well as other local, regional, state, or federal agencies; b) Airport users and tenants; and c) local community representatives. There will be five Advisory Committee meetings over the 18 month planning period.

Airport Commission may select up to three of its members to participate on the Committee. Attached is a summary of the Scope of Work and a project schedule for the Master Plan.